

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)				
1. Post Belmopan, Belize		2. Agency Department of State		3a. Position Number 310901C12100
3b. Subject to identical positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____ (Title) _____ (Series) _____ (Grade) _____ <input type="checkbox"/> b. New Position <input checked="" type="checkbox"/> c. Other (explain) <u>Vacant</u>				
5. Classification Action	Position Title and Series Code		Grade	Initials
a. Post Classification Authority FRC	Political/Economic Assistant FSN 1505			
b. Other				
c. Proposed by Initiating Office				
6. Post Title Position (if different from official title) Political/Economic Assistant		7. Name of Employee Vacant		
8. Office/Section Political/Economic/Commercial Section		a. First Subdivision		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. Vacant _____ Printed Name of Employee _____ Signature of Employee Date(mm-dd-yyyy)		10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Printed Name of Supervisor _____ Signature of Supervisor Date(mm-dd-yyyy)		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. _____ Printed Name of Section Chief or Agency Head _____ Signature of Section Chief or Agency Head Date(mm-dd-yyyy)		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Management or Human Resources Officer _____ Signature of Management or Human Resources Officer Date(mm-dd-yyyy)		
13. Basic Function Of Position The selected applicant may be hired at a developmental level for this position, until knowledge of internal operating procedures of the section has been attained and required training completed. Estimated time at the developmental level is one-year. Promotion to the full performance level of the position, FSN-09 will be contingent upon successful completion of 52 weeks in grade, required training, and funding availability. Gathers information and drafts reports on political, economic, labor, and social developments in Belize. Compiles annual reports on human rights, trafficking in persons, international religious freedom, and child labor in Belize. Establishes and maintains contacts with appropriate representatives of government officials, civil society groups, NGO's, and international organizations. Drafts Briefing Checklists (BCL) and other background materials as needed for the Front Office and senior-level visitors. Serves as the Grants Officer Representative (GOR) for civil society related grants and serves as back-up for CARS ESF grants. Serves as backup for the Economic/Commercial Assistant.				
14. Major Duties And Responsibilities (Continue on blank sheet) _____ % of Time				

15. Qualifications Required For Effective Performance

a. Education

Bachelor's Degree in International Affairs, Political Science, Economics, or a closely related field is required.

b. Prior Work Experience

5 years of progressively responsible experience in the field of political science, economics, law, or another closely related field are required.

c. Post Entry Training

Complete the Political and Economic Tradecraft, Introduction to Grants and Cooperative Agreements (PY220) and Monitoring Grants and Cooperative Agreements (PY222) courses. PS800 – Cyber Security Awareness, PA-453 – Ethics Orientation for New LE Staff; PA-496 LE Staff Performance Management Evaluation; PA-459 Protecting Personally Identifiable Information; Service; EX-251 - Annual Counterintelligence and Insider Threat Awareness Training course. 8 hours Smith System Defensive Driving Course.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read).

Level IV (fluent working knowledge) speaking/reading/writing English is required.

e. Job Knowledge

A sound understanding of Belize's political and economic situation, as well as familiarity with civil society issues, local laws and regulations, and government policies. A good understanding of USG programs and USG foreign policy priorities is required before accession to the fully qualified level. Good working knowledge of MS Word and Excel is required.

f. Skills and Abilities

Ability to work well with others and to communicate clearly both orally and in writing. Ability to develop and maintain mid to high-level contacts with Government of Belize and other officials. Ability to obtain and analyze information, and prepare accurate and precise reports. Must hold a valid Belize driver's license. Must be able to pass a physical examination as an occasional driver and must be able to maintain the medical certification for official driving privileges. Individuals not meeting Federal Motor Carrier Safety Regulations medical requirement will not be authorized to operate U.S. Government vehicles.

16. Position Element

a. Supervision Received

Incumbent is supervised by the Political Officer. Supervision should be minimal once basic elements of the position have been mastered. Instructions are given only for new, difficult, or unusual aspects of work.

b. Supervision Exercised

None.

c. Available Guidelines

U.S. and FSN Operations Manual, FAM 10, Political and Economic Training, Grants Training, FSI.

d. Exercise of Judgment

Drafts reporting cables on political developments in Belize. Advises Front Office and Pol/Econ Officers on political and civil society issues. Makes major decisions in planning events such as the election observer program, high-level visits, and representational events.

e. Authority To Make Commitments

No authority to make monetary commitments.

f. Nature, Level, and Purpose of Contacts

Maintains mid to high-level political, civil society, and economic contacts for performance of job.

g. Time Expected to Reach Full Performance Level

One year.

14. Major Duties and Responsibilities (Continue)

Political, Civil Society, and Labor Developments

60% OF TIME

Researches, reports, and advises on political, civil society, and labor issues and developments. Keep abreast of current local and international developments. Compiles annual congressionally-mandated reports on human rights, trafficking in persons, international religious freedom, and child labor issues in Belize. Monitor and draft cables on municipal and general elections. Draft BCLs, Event Scenarios, briefing books, and other background materials for meetings and events as needed. Maintain political, civil society, and labor contacts. Provide information on human rights issues. Assist with timely responses to requests from Washington D.C. as needed. Planning high-level visits with local counterparts. Update Background Notes.

Serves as principal political advisor to the U.S. Embassy Pol/Econ staff, attending political meetings with Officers and keeping abreast of current events through contacts and media. Drafts reporting cables on meetings and political developments in host country. Incumbent also serves as principal coordinator for U.S. Ambassador's bi-monthly outreach visits by preparing the official agenda and event scenarios.

Identifies, develops and maintains a wide range of contacts vital to U.S. political and economic interests, including senior level government officials in several Ministries, top executives in banking, commerce and industry, environment, agriculture, fisheries, labor, NGOs, and trade associations within the assigned industry sectors, and calls upon these contacts to identify and suggest solutions to problematic political and economic issues.

Economic Reporting

25 % OF TIME

Writes analytical reports projecting how the host country's complex laws, policies and business practices may potentially affect U.S. interests, in areas such as the Belize/Guatemala Border Dispute, World Trade Organization, CARICOM Single Market Economy, counter-terrorism, and other topics. Serves as professional analyst and advisor to U.S. Embassy staff in analyzing market trends and evaluating research for various sectors including petroleum, finance/economics, trade, commerce, tourism, agriculture, the environment and labor.

Researches, reports, and advises on political, civil society, and labor issues and developments. Compiles annual congressionally-mandated reports on human rights, trafficking in persons, international religious freedom, and child labor issues in Belize. Monitors and drafts cables on municipal and general elections. Drafts BCLs, Event Scenarios, briefing books, and other background materials for meetings and events as needed.

Grants

15% OF TIME

Serve as the GOR for civil society related grants, including HIV/AIDS, LGBT, and Women's Issues grants. Assist in soliciting proposals, recommending awards, and implementing and monitoring grants. Assist in the development of, and advocate for, civil society grant proposals.

This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to perform other duties as assigned by the supervisor.